

## Strategic Plan Priority Areas – EEO Plan 2020-2023

### Plan Section 14: Commitment to Diversity and Equal Employment Opportunity

The College adopted its most recent Educational Master Plan (EMP) in fall 2019, and implementation is underway. Equity is one of the EMP's six focus areas and is also a lens through which the full plan was developed. The EMP builds on the work from previous plans, acknowledges external and internal obstacles to equity, and sets standard definitions to frame the College's goals and objectives. The equity focuses in the EMP and Strategic plan identify specific goals and objectives for hiring and selection procedures to address the District's diverse student population's needs.

In the Fall of 2020, the EEO Advisory Council developed four key priority areas that align with EMP and Strategic Plan action steps. The key priority areas are as follows:

#### Priority #1: Pipeline Development

Develop a comprehensive, equity-minded, ongoing outreach process to build relationships with graduate programs, other institutions, and potential candidates that lead to more diverse applicant pools in alignment with the EEO Plan.

1. Embed CCC career exploration activities within career services, learning communities, work-study, tutors, and mentor programs; to identify future COM alumni interested in returning as faculty, classified professionals, or management employees.
2. Develop an internal process to upskill current classified staff for upcoming faculty roles (e.g., career mapping/degree eligibility, COM classified staff mentorship program, job shadow, co-teaching opportunities, etc.).
3. Expand interim roles to support an internal formalized process to ensure current managers have opportunities to pursue Dean, Director, and/or Higher-Level Administrator positions.

#### Priority #2: EEO Representatives on Screening Committees

Hiring protocols are changed so that an EEO representative is present during interview committee convenings.

1. Research, develop, and create a protocol for EEO representatives to serve in a screening committee's capacity to include empowering the representative and encouraging all employees to be an EEO representative in the process.
2. Identify the roles and responsibilities to delineate between the hiring manager and EEO representative.
3. Develop training for EEO representatives to include: recognizing biases, supporting the debriefing process, and communicating to the screening committee when biases arise during the recruitment process.
4. Develop a Q&A/FAQ for screening committee members on the roles and responsibilities of the EEO representative.

Priority #3: EEO Visibility via Webpage, Newsletters, and Presentation of Data

Create the EEO Advisory Council webpage to include: the EEO plan, EEO advisory council charge, agenda, minutes, committee membership, and longitudinal data (e.g., student representation analysis, workforce composition analysis, and applicant persistence data).

1. Highlight EEO initiatives and accomplishments within the district.
1. Provide suggested materials and resources to include: testimonials, interview tips, resume writing, videos, recommended training, etc.
2. Develop and create a newsletter to showcase the District's EEO initiatives, accomplishments, etc.
3. Advertise mentorship opportunities and grow-your-own program initiatives.
4. Sponsor campus events in support of EEO.

Priority #4: Equitable Hiring Incentives

Review and explore hiring and onboarding incentives for newly hired employees.

1. Flexible and/or remote work hours
2. Education subsidies
3. Transportation subsidies
4. Career development opportunities, Professional Learning, and Mentoring
5. Childcare assistance
6. Outreach and support for candidates and employees of color
7. Supportive Hiring Process with shadowing, COM job fair, career panels, and cluster hires
8. Housing assistance

The Educational Master Plan and Strategic Plan can be found at [Educational Master Plan 2019-2025 and Strategic Plan 2019-2022](#)